

**OFFICE OF THE STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION**



# **TIME INBOUND INTERFACE**

## **INFORMATION PACKAGE**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1	9/21/10	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Updated Reason Codes and added Attendance Type 6300 Furlough 32<sup>nd</sup> – 40<sup>th</sup> Hour Pay</li> <li>➤ Added Absence Type for PLP 2010</li> </ul>
2	10/14/10	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Added information regarding the error log</li> <li>➤ Updated Field Definitions for Premium Number and Premium Indicator</li> <li>➤ Added Premium Codes</li> </ul>
3	11/10/10	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Updated Record Format and File Definitions to reduce Reason Code to two characters</li> </ul>
4	01/04/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Updated General Requirements by adding additional information regarding Daily Time Entry, Corrections and splitting submission of time entries via the interface and direct keying</li> <li>➤ Updated Field Validations for Premium Number and Indicator</li> <li>➤ Added Absence and Attendance Types for Department of Military SAD employees</li> <li>➤ Added absence types for FMLA PLP2010 and PLP2010</li> </ul>

5	2/10/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Added File Naming Convention, Sample Files and Error Log Information.</li> <li>➤ Removed Disability Reason Codes</li> <li>➤ Added absence types: <ul style="list-style-type: none"> <li>1002-Annual Leave-Sick for CalFire</li> <li>1992-FMLA Annual Leave – Sick for CalFire</li> <li>1740 – Professional Development Day</li> <li>1455-FMLA Professional Development Day</li> </ul> </li> <li>➤ Removed Attendance Type: 6140 –Weekend Shift Differential</li> <li>➤ Removed Reason Code: 28 – In- Lieu of Excess Hours</li> <li>➤ Added additional information on Cost Center</li> </ul>
6	04/05/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Updated retroactivity period to reflect 12 months</li> <li>➤ Deleted Attendance Types: 6200-OT Planned 1.5, 6210-OT Unplanned 1.5 and 6060-Call Back (will be tracked using OT Attendance Types with Call Back reason code)</li> <li>➤ Added disability Reason Codes</li> <li>➤ Added Professional Development Day Absences</li> </ul>
7	05/01/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Added Error Log Record Format and File Definitions</li> <li>➤ Added Absence Type for Professional Development Day</li> <li>➤ Added Reason Code for Call Back</li> </ul>
8	05/23/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Added Attendance Code 6140-Weekend Shift Differential</li> <li>➤ Added Reason Code 12 - Disaster Relief Volunteer</li> </ul>

9	7/11/2011	Rene Dimech	<ul style="list-style-type: none"> <li>➤ Changed Avalanche Control Premium No. to 05</li> <li>➤ Changed Pile Load ID to 0255</li> </ul>
10	08/17/2011	Dana Knedel	<ul style="list-style-type: none"> <li>➤ Removed Absence Type 1820- Temp Disability TD</li> </ul>
11	9/27/2011	Rene Dimech	<ul style="list-style-type: none"> <li>➤ Added Reason Code 51 - Relocation</li> <li>➤ Removed Reason Codes Operational Availability and Incentive Program and Safety Incentive Award Program</li> <li>➤ Added Absence Type 1645 – OACTO (Operational CTO)</li> <li>➤ Added Absence Type 1755 – Safety CTO</li> </ul>
12	10/3/2011	Rene Dimech	<ul style="list-style-type: none"> <li>➤ Changed Absence Type 1140 to DOM-SAD Paternity Leave</li> </ul>
13	11/29/2011	Alicia Sabado	<ul style="list-style-type: none"> <li>➤ Added Absence Type 1055 to Bereavement Leave Unpaid</li> </ul>
14	01/05/2012	Michael Aguirre	<ul style="list-style-type: none"> <li>➤ Added Error Message and Resolution Table</li> </ul>
15	01/09/2012	Michael Aguirre	<ul style="list-style-type: none"> <li>➤ Updated table of contents</li> </ul>
16	02/09/2012	Raghda Nassar	<ul style="list-style-type: none"> <li>➤ Inserted Absence Type 1015 – ATO Holiday</li> </ul>
17	05/18/2012	Michael Aguirre	<ul style="list-style-type: none"> <li>➤ Inserted two new pay diffs for R&amp;R CSS/DC Fremont &amp; R&amp;R SS/DC Others</li> </ul>
18	07/13/2012	Michael Aguirre	<ul style="list-style-type: none"> <li>➤ Updated Absence Types for 1727- 2012 PLP and 1447 FMLA 2012 PLP, 1512 FMLA NDI, 1514 FMLA SDI, 1516 FMLA Pending Disability</li> </ul>

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## **I. INTRODUCTION**

Thank you for your interest in interfacing your time sheet data to MyCalPAYS. This package will provide you with valuable information you will need for a successful interface.

The State mandates use of the new leave accounting functionality by all departments/agencies, however, timekeeping functionality is not mandated which means departments/agencies with their own electronic timekeeping system can remain on their current electronic timekeeping system and interface their time sheet data into MyCalPAYS.

To provide department/agencies with a means to interface time sheet data into MyCalPAYS, the 21<sup>st</sup> Century Project is designing and developing a single electronic transfer with a single file layout, for automatic import into MyCalPAYS. All departments/agencies choosing to use their own timekeeping system will need to generate output files in the predefined file layout for import and posting into MyCalPAYS.

The time sheet file contains time sheet data which may include attendances, absences, and cost assignments for a pre-selected date range for employees with time data needing to be interfaced into the payroll system, ensuring correct payments are generated and the employees' absence quota buckets are updated with the correct deductions and accruals.

Departments/agencies are responsible for developing the program/report which will generate the export file from their electronic timekeeping system.

## **II. BUSINESS REQUIREMENTS**

The following business requirements must be met in order to participate in the interface process:

- Capability to capture, store and report hours worked or days worked (for employees on a daily work schedule) on a daily basis
- Submit file containing only pre-approved attendance and absence information
- Continue to operate and maintain departmental system beyond Go-Live
- Meet interface requirements (i.e., layout, data definitions, mapping rules and expected values)
- Capability to perform required system updates to departmental internal system
- Set in place internal business practice changes required to support the interface
- Support testing activities for the interface

### III. GENERAL REQUIREMENTS

1. All files submitted must comply with the formats and requirements outlined in this package.
2. Submit only approved attendance and absence information for processing into MyCalPAYS.
3. Daily Time Entry – MyCalPAYS requires a daily time entry\* for employees. Multiple absence and/or attendance codes may be entered for a single day, not to exceed 24 hours. The hours field is formatted for fractions of an hour to be entered to two decimal positions (e.g., the entry of .25 is used to enter a ¼ hour increment).

\*Daily Time Entry – Time entries submitted for each work day in the pay period. Time does not need to be entered/submitted to MyCalPAYS on a daily basis. At the end of the month we need time entries per date, not a subtotal of time worked or time used.

Daily Time Entry for Positive Employees- Submit time entries according to what the employee worked. Pay will not issue for positive employees without time submitted. All relevant attendance types/absence types must be entered (Regular hours, vacation, etc.). Dock does not need to be submitted for positive paid employees.

Daily Time Entry for Negative Employees (Exempt and Non-exempt) – Submit only exceptions to the employees work schedule. The defined work schedule provides the system with regular hours worked. The system will always adjust based on the exceptions entered.

4. Inbound Frequency – Inbound frequency is flexible for daily, weekly, bi-weekly, or monthly submission, depending upon the department's requirements.

It is recommended that a file be submitted at least weekly to identify and reduce errors for future attendance (e.g., usage exceeding balance, etc.). At a minimum, the file should be submitted prior to master cutoff to report dock and at least once a month after the close of the pay period for late attendance.

5. Errors – An error log will be generated to identify time validation errors. By analyzing and investigating the errors, departments may need to make import file corrections or master data corrections (e.g., work schedule changes, quota corrections, etc.) in MyCalPAYS.
6. Corrections – When submitting time via the interface that will cause a change to previously submitted entries, the correction must represent a 'whole day' \* for complete replacement. When a time transaction is received with a transaction date that exists on MyCalPAYS then the day's transaction will be deleted and replaced with the new data file transactions. To delete an erroneous day's record, a transaction in the amount of '0' should be submitted. The current design is to allow retro-active changes up to 12 months back.

\*Whole day refers to the "end result" of the days exceptions for negative employees and all time entries for positive employees. Having a defined work schedule provides the system with the regular hours. See examples below:



Example 1: Negative Employee: (FLSA and Non-FLSA) Planned working time = 8 hours. Time interface submits entry of 2 hours sick leave. A correction to the sick leave is submitted in the future changing the hours from 2 to 3. The interface must submit 3 hours. Do not submit 1 additional hour. If only 1 hour is submitted then the 2 hours will be replaced by 1 hour only. The regular hours do not need to be submitted. Because of the defined work schedule, the regular hours will always adjust based on the exceptions entered.

Example 2: Negative Employee: (FLSA and Non-FLSA) Planned working time = 10 hours. Time interface submits 10 hours vacation. A correction is submitted to change the vacation from 10 hours to 2 hours vacation. The new time entry submitted via the interface would be only 2 hours vacation.

Example 3: Positive Employee: The time interface submits 8 regular hours on 11/01/2010. A correction is made to the 8 hours regular and submitted via the interface changing the hours from 8 to 10 hours. The time entry submitted **MUST** be 10 hours. Do not submit 2 hours to equal 10 hours total. If only 2 hours were submitted then the system will replace the 8 regular hours with 2 regular hours.

Example 4: Positive Employee: The time interface submits 4 hours regular and 4 hours vacation. A correction is made to the vacation entry. The entry should have been 2 hours sick leave. The new entry submitted for the day should be 6 hours regular and 2 hours sick leave.

7. Submission of time entries should ***not*** be split between the interface and direct keying into MyCalPAYS.

Example: Regular Pay and absences submitted via the interface and overtime keyed directly into MyCalPAYS will not be accepted.

***Exception: When a consistent method of time entry is used for groups of employees the submission of time entries using both the interface and direct keying will be accepted.***

***Example: Submission of time entries for positive paid employees through direct keying and negative paid employees through the interface.***

#### **IV. TECHNICAL REQUIREMENTS**

- File format used will be ACSII
- Format is a fixed length
- Server Type: Secure Transfer Protocol (SFTP)

## V. RECORD FORMAT

**Program Originating Format (Number, File Code, and Name)**

File Name: TIME INBOUND FILE

**Format Title:**

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50						
PERSONNEL NUMBER										WORK / ABSENCE DATE										ATTENDANCE/ ABSENCE TYPE					OT COMP TYPE		PREMIUM NO		PREMIUM IND					HOURS/DAYS (99.99)						ABSENCE REASON CODE		VALUATION BASIS/RATE 9(13).99													
X(8)										X(8)										X(4)					X		X(2)		X(4)					9(5)						X(2)		X(15)													

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
VALUATION BASIS/RATE (cont.)								COST CENTER (AGENCY/UNIT OVERRIDE)																																											
								X(10)																																											

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	200

**Labels:**

11

## No Labels

**Record Format:**

1

## Undefined -U

Record Length: 69

**Records Per Block:**

**Blocksize:**

7

### Input

7

### Output

Page 1 of 1

## VI. FILE DEFINITIONS

Columns	Field Name	Field Length	Fields Characteristics	Field Definition
1 - 8	Personnel Number	8	X(8)	The unique SAP personnel number that identifies each Employee's assignment
10 – 17	Work/Absence Date	8	X(8)	Date the employee worked or used hours as YYYYMMDD.
19 - 22	Attendance/Absence Type	4	X(4)	Identifies attendance (e.g., Regular Hours Worked, Overtime, Shift Differential) and/or absences (e.g., Annual Leave, Sick Leave, Jury Duty).
24	OT Compensation Type	1	X	Indicates how overtime should be compensated. Valid values are: Blank (Paid), 1 (CTO).
26 – 27	Premium Number	2	X(2)	A pre-assigned number used in conjunction with the Premium Indicator.
29 – 32	Premium Indicator	4	X(4)	Identifies the premium pay to be included in the employee's compensation (e.g., Diving, Avalanche, etc.)
34 – 38	Hours/Days	5	9(5)	Enter the total daily hours for the absence or attendance being reported. Examples: 8 hours would be reported as 08.00 and 1 day would be reported as 01.00
40 – 41	Reason Code	2	X(2)	Identifies the reason for an absence (e.g., Family Sick, Employee Sick).
43 – 57	Valuation Basis/Rate	15	9(15)	Used to override the system generated rate for a trade rate employee when the rate differs from the appointed rate.
59 – 68	Cost Center (Agency/Unit Override)	10	X(10)	Identifies the appropriate alternate funding information for Agency and Reporting Unit for overtime, premium and shift attendances.

## VII. ATTENDANCE AND ABSENCE CODES

<b>Absence Type</b>	<b>Absence Text</b>
1000	Annual Leave
1002	Annual Leave – Sick for CalFire
1010	ATO
1015	ATO Holiday
1020	ATO Ordered
1030	AWOL Absent Without Leave
1040	Bereavement Fiscal Year
1050	Bereavement Occurrence
1055	Bereavement Leave Unpaid
1060	Continuing Med Education
1070	Continuous Hours ATO
1080	CTO
1100	Dead Time
1110	Dock Not pre-approved
1120	Dock Pre-approved
1130	DOM-SAD Annual Leave
1140	DOM-SAD Paternity Leave
1150	DOM-SAD ATO Ordered
1160	DOM-SAD Dock Not Pre-Approved
1170	DOM-SAD Dock Pre-Approved
1180	DOM-SAD Furlough
1190	DOM-SAD Jury Duty
1200	DOM-SAD Military Leave 30 Days
1210	DOM-SAD Military Leave Other
1220	DOM-SAD Military Maternity Leave
1230	DOM-SAD Military Pass
1240	DOM-SAD Personal Holiday
1250	DOM-SAD Sick Leave
1260	Donor Leave
1270	Educational Leave
1280	Excess Hours
1290	FMLA Annual Leave
1292	FMLA Annual Leave – Sick for CalFire
1300	FMLA CTO
1310	FMLA Excess Hours
1320	FMLA for FLSA exempt employees (partial day)
1330	FMLA Furlough

<b>Absence Type (cont.)</b>	<b>Absence Text</b>
1340	FMLA Hol Informal Time
1350	FMLA Holiday Credit
1360	FMLA MOD
1370	FMLA On-call Assignment
1380	FMLA PARR Lawsuit
1390	FMLA Persnl Necessity Lv
1400	FMLA Personal Day
1410	FMLA Personal Holiday
1420	FMLA Personal Leave Time
1430	FMLA PLP 1992
1440	FMLA PLP 2003
1445	FMLA PLP 2010
1447	FMLA PLP 2012
1450	FMLA Professional Leave
1455	FMLA Professional Development Day
1460	FMLA Sick Leave
1470	FMLA Spec Schools Lv Bank
1480	FMLA Unpaid
1490	FMLA Vacation
1500	FMLA Voluntary PLP
1510	FMLA V-Time Used
1512	FMLA NDI
1514	FMLA SDI
1516	FMLA Pending Disability
1520	Furlough
1530	Holiday Credit
1540	Holiday Informal Time
1570	Jury Duty
1590	Mentor Leave
1600	Military Leave 30 Days
1610	Military Leave Other
1620	MOD
1640	On-call Assignment
1645	OACTO
1650	Paid Educational Leave
1660	PARR Lawsuit
1670	Personal Day
1680	Personal Holiday

1690	Personal Leave Time
1700	Personal Necessity Leave
1710	PLP 1992
1720	PLP 2003

<b>Absence Type (cont.)</b>	<b>Absence Text</b>
1725	PLP 2010
1727	PLP 2012
1730	Professional Leave
1740	Professional Education & Training (BU19)
1745	Professional Development Day
1750	Recruitment Time Off BU5
1755	Safety CTO
1770	Sick Leave
1780	Spec Schools Lv Bank
1790	Special Schools (340/341)
1800	Subpoenaed Witness
1810	Suspension
1830	Union Activist
1840	Union Official Business
1850	Union Paid Leave
1860	Union Release Time Bank
1870	Vacation
1880	Voluntary PLP
1890	V-Time Used

Attendance Type	Attendance
6000	Regular Hours Worked
6010	DOM-SAD Regular Hours Worked
6020	Overtime Worked 0.5
6030	Overtime Worked 1.0
6040	Overtime Worked 1.5
6050	Overtime Worked 2.0
6070	MOD Worked
6080	Standby
6090	Shift Swap Worked
6100	Shift Swap Taken
6110	Evening Shift Differential
6120	Night Shift Differential
6130	Shift Premium (Rotating)
6150	Special Travel Allowance
6160	Overtime 1.0 DTSC ERDO
6170	Overtime 1.5 DTSC ERDO
6180	Emerg OT 1.0 FLSA Exempt
6190	Emerg OT 1.5 FLSA Exempt
6220	Travel Time 1.0
6230	Travel Time 1.5
6240	Travel Time Passenger 1.0
6250	V-Time
6300	Furlough 32 <sup>nd</sup> – 40 <sup>th</sup> Hour Pay



Reason Codes	
02	Use
04	Adoption/Foster Care
06	Birth/Care for a newborn
07	Call Back
08	Catastrophic Leave
14	Employee Sick
16	Extended Bereavement
18	Family Activity
20	Family Crisis
22	Family School Partnership
24	Family Sick
26	In Lieu Employee Sick
30	In Lieu Family Sick
32	MCL-Military Caregiver Leave
34	Mentoring
38	Pending IDL/EIDL
40	Pending LC4800/4800.5
42	Pending NDI/ENDI
44	Pending SDI
46	Pending TD
48	QEL-Qualifying Exigency Leave
49	Waiting Time
50	On Call Assignment
51	Relocation

PREMIUM CODES		
Premium Number	Premium ID	Text
05	0012	Avalanche Control
10	0015	Business Calls
15	0020	Canine Officer BU06
20	0027	Climbing
25	0037	Dispatcher-In-Charge
30	0042	Diving
32	0085	Evening Shift Diff
35	0053	Exe Res Housekeeping
36	0054	R&R CSS/DC Fremont
37	0055	R&R SS/DC Others
40	0058	Firefighter Lead
50	0076	Med Officer of Day
55	0083	Mounted Patrol
60	0086	Night Shift Diff
65	0255	Pile Load
70	0121	Printer I Skill
75	0036	Relief Examiners
80	0162	Rotating Shift
85	0200	Short Shift
90	0170	Skilled Trade Sup
95	0171	Special Assignment

## **VIII. LEGACY VS. MyCalPAYS FIELDS**

<b>Legacy</b>	<b>MyCalPAYS</b>
Social Security Number (SSN)	Person ID/Personnel Number (The SSN will be stored in MyCalPAYS but will not be used.)
Department/Facility	Personnel Area
Class Code	Job
CBID	Personnel Subarea
Salary Per, Pay Frequency	Employee Group
Appointment Tenure, Time Base, FLSA/Non FLSA	Employee Subgroup

## **IX. COST CENTERS**

Cost Centers are used to capture the appropriate funding information for Agency Codes and Reporting Unit for overtime, premiums and shift attendances. The Cost Center can be up to 10 characters and is configured as follows:

Example: **9850 051 221**

- The 1<sup>st</sup> – 4<sup>th</sup> digit is the UCM (Uniform Code Manual) which is assigned by the Department of Finance, in the example it is 9850.
- The 5<sup>th</sup> – 7<sup>th</sup> digit is agency code, in the example, it is 051.
- The 8<sup>th</sup> – 10<sup>th</sup> digit is the reporting unit, in the example, it is 221.

## X. FIELD VALIDATION

### REQUIRED FIELDS FOR ALL RECORDS:

- 1) Personnel Number
- 2) Work/Absence Date
- 3) Attendance/Absence Type
- 4) Hours

Field	Required	Validations	Fields That Must Be Completed
OT Comp Type	Y	Required if overtime is compensated as CTO and not pay. Valid entry for CTO is a '1', otherwise, leave blank for pay.	-Attendance/Absence Type -Hours
Premium Number	Y	Required if pay includes premium pay.	-Attendance/Absence Type -Hours -Premium Indicator
Premium Indicator	Y	Required when a Premium Number is entered.	-Premium Number -Attendance/Absence Type -Hours
Hours/Days	Y	Refer to Usage Increments attachment for specific usage increments.	-Attendance/Absence Type with Reason Code <i>if</i> Absence Type entered.
Reason Code	Y	Required if Absence Type entered. Refer to Reason Code attachment for valid codes.	-Attendance/Absence Type -Hours
Valuation Basis/Rate	N	Used to override system generated rate for Trade Rate hourly rate.	-Attendance/Absence Type -Hours
Cost Center	N	Required if payroll is to be charged to a different Cost Center.	-Attendance/Absence Type -Hours

## XI. ABSENCE USAGE INCREMENTS

Bargaining Units	Annual Leave Minimum Usage	Vacation Leave Minimum Usage	Sick Leave Minimum Usage	PLP Leave Minimum Usage	CTO	PARR	In Lieu of Sick Leave Only
C*	0.25	0.25	0.25	0.5	0.25	0.5	-
M*	0.25	0.25	0.25	0.5	0.25	0.5	-
S*	0.25	0.25	0.25	0.5	0.25	0.5	-
E48	0.25	0.25	0.25	0.5	0.25	0.5	-
E58	0.25	0.25	0.25	0.5	0.25	0.5	-
E59	0.25	0.25	0.25	0.5	0.25	0.5	-
E67	0.25	0.25	0.25	0.5	0.25	0.5	-
E68	0.25	0.25	0.25	0.5	0.25	0.5	-
E77	0.25	0.25	0.25	0.5	0.25	0.5	-
E78	0.25	0.25	0.25	0.5	0.25	0.5	-
E79	0.25	0.25	0.25	0.5	0.25	0.5	-
E88	0.25	0.25	0.25	0.5	0.25	0.5	-
E89	0.25	0.25	0.25	0.5	0.25	0.5	-
E97	0.25	0.25	0.25	0.5	0.25	0.5	-
E98	0.25	0.25	0.25	0.5	0.25	0.5	-
E99	0.25	0.25	0.25	0.5	0.25	0.5	-
R01	0.25	0.25	0.25	0.25	0.25	0.5	-
R02	0.5	0.5	0.25	0.5	0.25	0.5	0.25
R03	0.25	0.25	0.25	0.25	0.25	0.5	-
R04	0.25	0.25	0.25	0.25	0.25	0.5	-
R05	0.5	0.5	0.5	0.5	0.25	0.5	-
R06	0.5	0.5	0.25	0.5	0.25	0.5	0.25
R07	0.5	0.5	0.25	0.5	0.25	0.5	0.25
R08	0.25	0.25	0.25	0.25	0.25	0.5	-
R09	0.25	0.25	0.25	0.25	0.25	0.5	-
R10	0.5	0.5	0.25	0.5	0.25	0.5	0.25
R11	0.25	0.25	0.25	0.25	0.25	0.5	-
R12	0.5	0.5	0.25	0.5	0.25	0.5	0.25
R13	0.5	0.5	0.25	0.5	0.25	0.5	-
R14	0.25	0.25	0.25	0.25	0.25	0.5	-

**ABSENCE USAGE INCREMENTS cont.**

<b>Bargaining Units</b>	<b>Annual Leave Minimum Usage</b>	<b>Vacation Leave Minimum Usage</b>	<b>Sick Leave Minimum Usage</b>	<b>PLP Leave Minimum Usage</b>	<b>CTO</b>	<b>PARR</b>	<b>In Lieu of Sick Leave Only</b>
<b>R15</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>R16</b>	0.5	0.5	0.25	0.5	0.25	0.5	-
<b>R17</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>R18</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>R19</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>R20</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>R21</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E01</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E02</b>	0.5	0.5	0.25	0.5	0.25	0.5	-
<b>E03</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E04</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E05</b>	0.5	0.5	0.5	0.5	0.25	0.5	-
<b>E06</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>E07</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>E08</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E09</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E10</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>E11</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E12</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>E13</b>	0.5	0.5	0.25	0.5	0.25	0.5	-
<b>E14</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E15</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E16</b>	0.5	0.5	0.25	0.5	0.25	0.5	-
<b>E17</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E18</b>	0.5	0.5	0.25	0.5	0.25	0.5	0.25
<b>E19</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E20</b>	0.25	0.25	0.25	0.25	0.25	0.5	-
<b>E21</b>	0.25	0.25	0.25	0.25	0.25	0.5	-

## XII. SAMPLE FILE RECORDS

### Overtime Worked - 16 hours at straight time (paid)

18000003		20100708		6030						16.00					
----------	--	----------	--	------	--	--	--	--	--	-------	--	--	--	--	--

### Overtime Worked - 8 hours at time and a half (CTO)

18000003		20101105		6040		1				08.00					
----------	--	----------	--	------	--	---	--	--	--	-------	--	--	--	--	--

### Regular Hours Worked for a Positive Paid Employee

18000003		20101011		6000						06.00					
----------	--	----------	--	------	--	--	--	--	--	-------	--	--	--	--	--

### Night Shift Differential - 8 hours

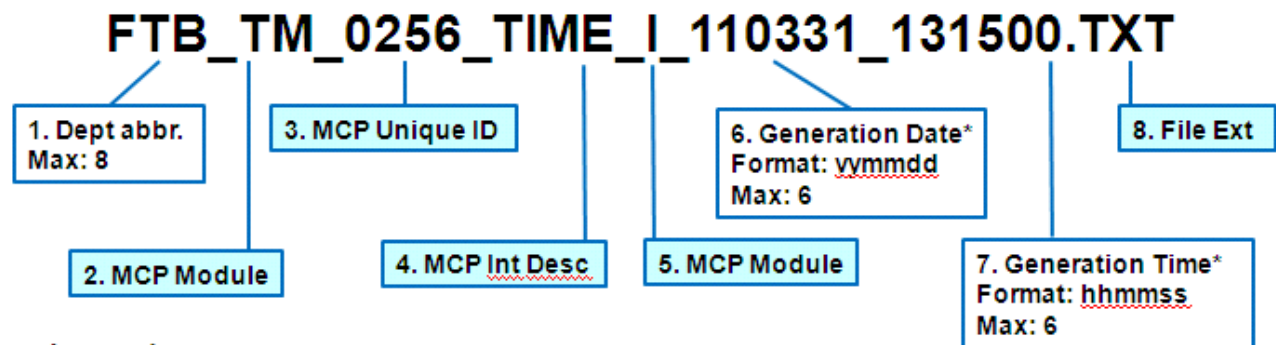
18000003		20101105		6120						04.00					
----------	--	----------	--	------	--	--	--	--	--	-------	--	--	--	--	--

### Family Sick Leave - 2 hours

18000003		20100503		1770						02.00		24			
----------	--	----------	--	------	--	--	--	--	--	-------	--	----	--	--	--



### XIII. FILE NAMING CONVENTION



#### Legend

- Constant value – no change needed
- Update as appropriate

\*Note:

- Date/Time in the file name are useful for identification of unique files
- When multiple files are deposited on the same day, the files will be processed in the sequence based on the SFTP server date/time stamp (this will not necessarily match the date/time in the file name)

#### **XIV. ERROR LOG FILE INFORMATION**

An error log will be generated when errors occur during validations in the posting of time into CATS and will be available for viewing within two business day after the file is run. By analyzing and investigating the errors, departments may need to make import file corrections or master data corrections (e.g., work schedule changes, quota corrections, etc.) in MyCalPAYS.

Departments will only have access to employees in which they perform Personnel Functions for.

Departments are to correct errors by resending the entire days record(s) for the employee via the interface. Corrections from MyCalPAYS will not be interfaced to department's internal time keeping systems, therefore, it is highly recommended that all corrections be submitted via the interface to keep the systems synched.

**Note: When an entry rejects on a day when multiple entries are entered, the entire day's entries will reject. The first entry that rejects for the day will only be read, therefore, the number records posted successfully and the number of records in error will not total the number of records submitted by department.**

The first three lines of the log will consist of a header containing the following data:

- Success Record Count
- Error Record Count
- Process Date

The log will also contain the following information:

- Personnel Area
- Org Unit
- Personnel Number
- Absence/Attendance Date
- Last Name
- First Name
- Work Schedule
- Text Error Message

## XV. ERROR LOG RECORD FORMAT

### Program Originating Format (Number, File Code, and Name)

File Name: ERROR LOG FILE

Format Title: \_\_\_\_\_

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
PERSONNEL AREA					ORGANIZATIONAL UNIT									PERSONNEL NUMBER									WORK/ABSENCE DATE									LAST NAME																	
X(4)					X(8)									X(8)									X(8)									X(25)																	

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
LAST NAME (cont.)								FIRST NAME																			WORK SCHEDULE								ERROR MESSAGE														
								X(25)																			X(8)								X(200)														

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	150
ERROR MESSAGE (cont.)																																																	

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	200
ERROR MESSAGE (cont.)																																																	

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	250
ERROR MESSAGE (cont.)																																																	

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	300
ERROR MESSAGE (cont.)																																																	

Labels: ☐ Standard  
☐ Non-Standard  
☐ No Labels

Record Format: ☒ Fixed - F  
☐ Variable - V  
☐ Undefined -U

Record Length: 294  
Records Per Block: \_\_\_\_\_  
Blocksize: \_\_\_\_\_

☐ Input  
☒ Output  
Page 1 of 1

## **XVI. ERROR LOG FILE DEFINITIONS**

<b>Columns</b>	<b>Field Name</b>	<b>Field Length</b>	<b>Fields Characteristics</b>	<b>Field Definition</b>
1 – 4	Personnel Area	4	X(4)	Identifies the department or facility
6 - 13	Organizational Unit	8	X(8)	Identifies an area within an organization with a supervisor and subordinate employees.
15 – 22	Personnel Number	8	X(8)	The unique SAP personnel number that identifies each Employee's assignment
24 - 31	Work/Absence Date	8	X(8)	Date the employee worked or used hours as YYYYMMDD.
33 – 57	Last Name	25	X(25)	Employees Last Name
59 – 83	First Name	25	X(25)	Employees First Name
85 – 92	Work Schedule	8	X(8)	Employees Work Schedule Rule
94 – 294	Error Message	200	X(200)	Reason record was rejected.

## XVII. ERROR MESSAGE AND RESOLUTION TABLE

Error Message	Normal Business Operation/Resolution
Collision with full-day absence	Research time data that was submitted. A collision occurs when a full day absence and an attendance code (not necessarily full day) are entered on the same day.
Personnel number does not exist or you do not have authorization	Master Data is inconsistent, check organizational assignment (IT0001). Look for records that reflect a transfer to another organization that does not participate in your time collection process.
Record cannot be saved because no. of hours = 0	Notify the help desk so the error can be analyzed.
The attendance/absence type does not exist	<ul style="list-style-type: none"><li>• Please review the latest version of your Time Interface Package to see if the attendance/absence type you are attempting to use still exists or has been changed. If unable to resolve please call the help desk.</li><li>• Please ensure the employee is eligible to use the Attendance/Absence Type listed, per your bargaining unit contract</li></ul>
Attendance/absence during non-working period	<ul style="list-style-type: none"><li>• MyCalPAYS will not allow the entry of an absence type on a scheduled day off for most employees. Please review the planned working time record for the employee (IT0007). If the employee is properly assigned the work schedule rule, then correct the absence entry in the time collection system. If the</li></ul>

	<p>employee is assigned an incorrect work schedule rule, please assign the correct works schedule and reprocess the interface file.</p> <ul style="list-style-type: none"> <li>• Also make sure the day in question is not a scheduled holiday</li> </ul>
Not enough quota for attendance/absence	Please verify the EE's request. MyCalPAYS will not allow an employee to exceed his/her quota balance.
Absence Reason "XX" Does Not Exist. Please Check Entry.	Please review the latest version of your Time Interface Package and see if the attendance/absence reason you are attempting to use still exists. If unable to resolve please call the TFC Testing Team
Not enough quota	Please verify the EE's request. MyCalPAYS will not allow an employee to exceed his/her quota balance.
Infotype 0007 record does not exist or is incomplete (Planned Working Time)	Master data missing (Planned Working Time). Please create an IT0007 record and assign a work schedule rule. This must be done in MyCalPAYS.
No quota available	EE has no time for the quota associated with the absence type selected (possible causes – EE is on the Annual Leave Program but time submitted was for Vacation)
Please enter Reason Code for Absence type XXXX	Please review the latest version of your Time Interface Package and please enter in a reason code for the Absence type listed.
Cost center 1000/ does not exist on MM/DD/YYY.	Cost Center Code 1000 does not exist. This code appears to be an Absence Type of 1000 for Annual Leave. Please verify if this is in fact Annual Leave and place it in the Absence type data entry area.
Cannot Record 6000 on a regular day off (RDO)	Cannot record Regular Hours Worked, Shift

	Swap Taken on an RDO. An RDO is considered a day where the planned hours equal zero.
6040/6030 not valid for employee subgroup	Verify if employee is eligible to get 6040 or 6030 overtime
More than 24 hours entered for personnel number XXXXXXXX on MM/DD/YYYY	Ensure hours entered for employee do not exceed 24 hours.
Cost center override only valid on OT, Prem and shift codes (pernr – XXXXXXXX)	Verify that the cost override field contains valid OT codes, premium codes or shift codes
Counting Rule not valid	Please contact the MyCalPAYS help desk
An exception with the type CX_SY_ARITHMETIC_OVERFLOW occurred, but was neither handled locally, nor declared in a RAISING clause	Please contact the MyCalPAYS help desk
A record transferred on MM/DD/YYYY does not have a personnel number	Ensure the record you are attempting to transfer has a personnel number in your system and a matching personnel number in MyCalPAYS.